

10 October 1972

MEMORANDUM FOR: Acting Director of Training

THROUGH : Chief, Support School

SUBJECT : Course Report - Support Services Review:
Trends and Highlights No. 37 (1-73)

STATINTL

STATINTL

1. The thirty-seventh running of the Support Services Review: Trends and Highlights was conducted at [REDACTED] 18-22 September 1972. Fifty-two students attended: 38 men and 14 women. The Course Schedule, Student Roster and Student Critiques are Attachments A, B and C respectively.

2. The critiques, as always, were quite favorable. One student suggested that the roster of participants be available to the students the first day of the course rather than the last as is the current practice. An effort will be made to accomplish this.

3. I am seriously considering taping each and every speaker of this course in one of the runnings in the near future. Preservation of the contents of these important and thought-provoking presentations seems to be the logical thing to do. Each speaker will be asked for his permission for us to "tape" him.

STATINTL 4. All of the speakers participated as originally scheduled, with the following exceptions:

STATINTL

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STATINTL

[REDACTED] for Hugh T. Cunningham
[REDACTED] for Howard Osborn
[REDACTED] for John Blake
[REDACTED]

Course Administrator

Attachments:

- A. Course Schedule
- B. Student Roster
- C. Student Critiques

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A

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CENTRAL INTELLIGENCE AGENCY

SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Course No. 1-73
(Thirty-seventh running)
18 - 22 September 1972

25X1A

Seminar Room, Administration Building
[REDACTED]

OBJECTIVES

1. To provide a training framework in which personnel of the Support Services will learn of significant programs and activities of the various Support Offices and will learn of policies and trends in Agency support.
2. To provide an environment in which individuals from various Offices of Support Services will get to know one another in order to enhance future work relationships.

OFFICE OF TRAINING

Support School

Administrative Training

Course Administrator: [REDACTED]
Training Assistant : [REDACTED]

25X1A

Office: Room 205, Chamber of Commerce Building, Ext. 3567

Classified by 008781
EX-2
APDIR
WN-SISAMI



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Monday, 18 September 1972

1000-1045 Welcome, Administration
and Security



25X1A

Course Administrator,
Office of Training

1100-1200 CIA and National Security



25X1A

Briefing Officer, School
of Intelligence and World
Affairs, Office of Training

1200-1300 Lunch

1300-1400 Office of Training:
Trends and Highlights

Hugh T. Cunningham
Director of Training

1415-1515 The Role of the Special
Support Assistant to the
Deputy Director for
Support



25X1A

Special Support Assistant
to the Deputy Director
for Support

1530-1615 Film: "The Need to Know"

SOCIAL HOUR & DINNER

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Tuesday, 19 September 1972

0830-0945	Office of Finance: Trends and Highlights	[REDACTED] Deputy Director of Finance	25X1A
1000-1050	Support Services Staff Program Responsibilities	[REDACTED] Chief, Support Services Staff	25X1A
1100-1150	Microfilm Programs	[REDACTED] Assistant to the Chief, Support Services Staff	25X1A
1150-1300	Lunch		
1300-1445	Support Information Processing Systems	[REDACTED] Deputy Chief, Support Information Processing Systems (SIPS) Task Force	25X1A
		[REDACTED] Deputy Chief, Management Support Division, OCS	25X1A
		[REDACTED] Chief, Data Management Center Team, SIPS	25X1A
1500-1550	Agency Records Management	[REDACTED] Records Management Training Officer, OTR	25X1A
1600-1700	Tour of Records Center	[REDACTED] Chief, Agency Archives and Records Center	25X1A

SOCIAL HOUR & DINNER

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Wednesday, 20 September 1972

25X1A

0815-0830

0845-1015

Office of Communications:
Trends and Highlights

Director of Communications

25X1A

1030-1215

Training Demonstrations:
(Groups rotate to:)
1. Cryptographic Operations
2. Equipment Maintenance
3. Staff Satellite Systems
Operations

Office of Communications

25X1A

25X1A

1215-1300

Lunch

1300-1430

Tour - Covert
Communications
Laboratory

Chief, Covert
Communications
Laboratory, Office
of Communications

25X1A

25X1A

1430-1445

1510-1600

Potpourri

Chief, Clinical Division,
Office of Medical Services

25X1A

1610-1700

Office of Medical Services:
Trends and Highlights




Dr. John R. Tietjen
Director, Office of
Medical Services

SOCIAL HOUR & DINNER

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Thursday, 21 September 1972




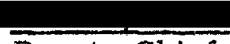


0845-1215	Security Trends and Highlights. An overview of current security missions and functions with emphasis upon new developments in the security field	<u>Howard Osborn</u> Director of Security and <u>Office of Security Representatives</u>	
1215-1330	Lunch		
1330-1440	Personnel Benefits and Services	 Chief, Benefits and Services Division, Office of Personnel	25X1A
1450-1550	The Agency Retirement Program and Retirement Services	 Deputy Chief, Retirement Affairs Division, Office of Personnel	25X1A
1600-1700	Office of Personnel: Trends and Highlights	 Deputy Director of Personnel	25X1A

SOCIAL HOUR & DINNER

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Friday, 22 September 1972

0830-0900	Introduction to Logistics	<u>John F. Blake</u> Director of Logistics	
0900-0930	Logistics Services Division Support Problems	 Chief, Logistics Services Division, OL	25X1A
0940-1025	Agency Depot System and Materiel Support to Overseas Operations	 Deputy Chief, Supply Division, OL	25X1A
1035-1100	Procurement and Contracting for Materiel and Services	 Deputy Chief, Procurement Division, OL	25X1A
1100-1130	Support Rendered by Real Estate and Construction Facilities	 Deputy Chief, Real Estate and Construction Division, OL	25X1A
1135-1200	Exhibit of Logistics Materiel, Gymnasium - Bldg. 2, open during lunch period		25X1A
1200-1310	Lunch		
1310-1400	Agency Support by the Printing Services Facilities	 Chief, Printing Services Division, OL	25X1A
1400-1415	Wrap-up	<u>John F. Blake</u>	
1430-1515	Meeting with the Deputy Director for Support	<u>John Coffey</u>	
1520-1530	Final Administration	<u>STAFF</u>	

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

(A) FILE ROUTING SHEET ALSO

FROM:

25X1A

205 C of C

EXTENSION

NO.

DATE

3567

10 October 1972

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/SUS-AT

10 Oct 72

[Signature]

2. C/SUS

10 Oct 72

[Signature]

3. SA/CD

11 Oct 72

AM

4. A/DTR

11 Oct 72

AM

5.

6.

7.

8.

9.

10.

11.

12.

13.

C/SUS

205 C of C

14.

25X1A

[Signature]

15.

[Signature]

3 to 14: The idea of a videotape "backup" is a good one but really requires some editing and guided discussion if used.

A "live" talk of 45-60 minutes will have a different effect on a class from a tape of comparable duration - ordinarily a tape cannot substitute adequately unless the hour is lived up in other ways. This is where the course administrator, or his representative, becomes discussion leader or catalyst for other type of activity.

11 Oct 72

- Could we be a bit more selective on taping.

Some pattern - like one from each key office or some who regularly miss being there - or? Pls. discuss with [Signature]

12 OCT

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25X1A

[REDACTED] SAYS TO DISREGARD THE NOTES ON
THE REVERSE OF THIS ROUTING SHEET; THEY
WERE WRITTEN ON THE ASSUMPTION THAT
I WANTED TO VIDEO-TAPE... [REDACTED] SAYS 25X1A
HE ADVISED THE PEOPLE CONCERNED THAT I REFER
ONLY TO "VOICE" TAPING... 25X1A
[REDACTED]